

REPORT FROM LOCAL P-16 COUNCILS AND DISCUSSION OF LOCAL COUNCIL ISSUES

**P-16 Council
Agenda Item VIII
September 6, 2005**

Report and Discussion

The Council on Postsecondary Education continues to support the creation and development of local P-16 councils. Several proposals for funding have been reviewed and recommendations will be announced at the September 6 meeting.

Funding for staffing and sustaining the work of local councils, however, remains a challenge for many of local councils. The Local/Regional P-16 Council Network developed a proposal for securing annual funding to support this infrastructure of cross-sector collaboration. Elizabeth Jefferson, chair of the network, will review the network's proposal and will report on recent local council activities (see attachment).

Local P-16 Council Work Plan and Staffing Guide

The following provides a general guide for the creation of a formal plan to guide local/regional collaborative educational and economic development activities. The diverse work plan elements support continued improvement, growth, and maintenance of the local P-16 Council that is both responsive and relevant to current and projected workforce, professional, educational, and community needs. The goal of such a plan is to develop a coherent body of work and unified vision connecting each local to the regional, network, and state P-16 Council to foster the maximum allocation of resources and reduce redundancy in raising the level of educational attainment and workforce readiness across the Commonwealth.

Local P-16 council in their respective annual planning process are encouraged to include some of the following work elements in any combinations that are relevant to the local council objectives. This annual work plan is dependent upon the local allocation of resources to complement the staffing allocations granted by the state to support the local work. An annual work plan would be due to the state lead agency for dissemination to the State P-16 Council and Network on September 1 of each year. The year-end report to determine and document the activities for the year will be due June 30 to the same contact as the report is designated. Continued funding and guidance of local activities is dependent on the accomplishment of the work plan and the consistent movement toward achieving the goals of the state P-16 Council.

- Creation, maintenance, modification, expansion, or replacement of processes and systems that gather and report accurate and valid information and data supporting the identification and communication of opportunities for the improvement of educational systems and learning outcomes.
- Creation and maintenance of plans and programs that identify, initiate, support, expand, and balance the shared responsibility, accountability, and collaboration of P-16 entities and stakeholders to raising the level of education attainment, workforce readiness, and economic development in the region.
- The work plan includes the identification, validation, and prioritization of education and learning opportunities that influence policies, practices, programs, processes, technologies, and diverse resource concerns.
- Initiate work groups that identify and explore problematic issues related to program availability and access, including resources, facilities, gender, race, disabilities, etc. Then, proposed innovative strategies and practices that positively address those issues.
- Convene diverse learning opportunities, including forums, work groups, mentoring, or support groups for sharing lessons learned. Sharing local, state, national, and international expertise supporting the development of more effective programs, policies, and strategies. Providing professional and team development.
- Creating general administrative, operation, maintenance, budget, schedule, and performance plans. These activities address the continued operation and performance of the council and include consideration for the diverse resources and expenses associated with execution of work plans and operation.

In addition, local P-16 councils are encouraged to have a minimum of the types of representatives, size consideration, and local match to ensure there is a strong buy-in and

sustained operation of the local council, as well as value added to the state support which might be received.

Local P-16 councils exist to improve the education and learning outcomes and smooth student transitions between educational levels and skilled employment. Problems and priorities may vary between councils; however, overall goals must align with state leadership in order to maximize success at every level.

A local group of concerned educational leaders may request designation as a P-16 council to represent a geographic area if there is currently not a P-16 council in existence. If a need can be demonstrated in concert with the local P-16 council attempting to serve the area that effectiveness could be improved by creation of a new council, then such a request will be carefully considered; however, there may not be funding available to support the initial start up of a new council.

STAGE 1: Identification and Start-up of a New Council

- Letter of intent and signed support of participation by local school system superintendents in the region to be served.
- A letter of support and interest in participation from the postsecondary institutions of the region. This may include faculty commitment but president or local postsecondary authority sign of support is preferred.
- A letter of support from Workforce and Training organization of the area to be served (Chambers of Commerce, WIA, ADD's, Educational Coop's, Early Childhood providers, CPE-KYAE Workforce Associates, Economic Development Authorities, or business and industry representatives).
- A letter of support from the adult education providers of the region.
- May make application for start up funding as defined by the Kentucky P-16 Council authorizing agency.

This information should then be packaged with a cover letter from the institution acting as the fiscal agent and responsible party for submitting work plans and providing reporting on behalf of the group with a local contact.

STAGE 2: Recognition of Accepted P-16 Council Status

- Meetings are encouraged at least quarterly and preferably bi-monthly.
- Develop a set of priorities and work plan for submission and request for staffing allocation.
- Prepare a match request that demonstrates with documentation the local investment to support the staff funding request that meets or exceeds standard governmental accounting practices since the likelihood of financial support for staffing maybe a combination of state or federal funds. Such matches may come from any of the partners providing documented letters of support and outlining precisely how the match shall be provided and documented with value.
- Should funding be provided, the council representative is required to submit an activities report by Email and attend, as feasible, the P-16 quarterly network meetings.
- The local council must demonstrate outcomes of projects it identifies as priorities in the work plan with a realistic likelihood of success. Projects do not have to be big but must make a quantifiable difference on how the project might be a step toward accomplishing additional local work through partnerships.

- May make application for seed project money as defined by the applicable state authorizing agency.

STAGE 3: Mature Stable P-16

- Has hosted regular meetings for one year and has attendance records.
- Has accomplished at least one year's work plan successfully.
- Has met reporting requirements of stage 1 and 2.
- Must be able to demonstrate that the local match has been met and will continue to be met.
- Has a work plan and project identification that supports the local council, state, and P-16 objectives and activities.
- May make application for staffing subsidy as outlined in plan of work for staffing requirements (refer to Staffing Section).
- May make application under competitive pilot project request for proposals for grants ranging from \$50,000 to \$200,000. The number and type of awards will be determined on the scope of the project, the need of the project, and the alignment of the project with other projects or plans in the state with priorities in education. Additionally, the project must contribute in a unique way to the body of knowledge available or be a replicable plan for dissemination for use in other areas and schools.

STAFFING

Requirements for a Local/Regional P-16 Council to Apply for Staff Funding

- Defined geographic area for P-16.
- A designated board, executive committee, or other leadership group, and designated chair.
- Minimum partnership must include more than three county K-12 districts, plus regional workforce associations, local economic development representation, as well postsecondary institutions within the geographic area. Other desirable partners include but are not limited to the Chamber of Commerce, other business and industry, adult education agencies, early childhood agencies, Workforce Investment Board, as well as state agency representatives from the state P-16 Council member organizations.
- Willingness and ability to match the state funding for staff with equivalent local funding, preferably including some financial investment from the partners.
- An identified fiscal agent. Fiscal agent should be a 501©(3) organization or a state institution of learning.
- P-16 council must have an initial work plan accepted and approved for the year in which the application is made.

General Responsibilities of Local P-16 Coordinator

- Assists council in establishing goals and priorities.
- Manages budget, including grants or other financial resources, for the council.
- Writes grants as appropriate to support council activities and goals.
- Serves as primary local council contact for the Kentucky Department of Education, Council on Postsecondary Education, State P-16 Council, and other state organizations as appropriate.
- Participates as a representative of the local council to the P-16 network.
- Provides staff assistance to any committees, task forces, or other groups working as part of the council.

- Serves in an advocacy role with state and local organizations as appropriate, including members of the Kentucky General Assembly.
- Assists the board or executive group of the local council.
- Takes responsibility for minutes and other official records of the local council.

Desirable Skills and Characteristics of Local P-16 Council Coordinator

- Knowledge and understanding of K-12, adult education, and postsecondary education, preferably with some background in Kentucky education and community development.
- Excellent communication skills, both written and verbal, and ability to develop networks and build collaborative relationships.
- Masters degree in education or community development or other related area is preferable. However, candidates with a minimum of a bachelor degree supplemented by direct relevant experience in working with community organizations may be considered.
- Experience in areas such as teaching, administration, community outreach, coordination, and advocacy.
- Experience in grant writing.

These positions would be for three-year increments, contracts renewable for continued funding, contingent upon the activities, accomplishments, and meeting of reporting plus match requirements.

Preliminary Cost Proposal

The goal of this proposal is to provide a measure of long-term stability for maintaining the P-16 Council and Network as a catalyst for generating positive change across the Commonwealth. Currently the local P-16 councils are operated through the donations of time, effort, and resources of the many partners across the state. This system while admirable creates disconnect between the local councils and the state and national educational organizations providing leadership for change.

The cost proposal would entail expectations of performance by the local P-16 council to the State P-16 Council and Network as well as provide a formal link. The details of the proposal hinge around three elements:

1. Proposal for staff for local/regional P-16 council.
2. Funding to create a project grant pool to foster capacity and act as an incentive to address issues critical to change in the P-16 system.
3. Funding to the Network for a staff member to provide a unified voice and oversight to assist local councils to effectively operate and attract resources.

The first two elements require significant match levels from the local councils and formalized commitment to the strategies and recommendations of the State P-16 Council as the lead agency for the system.

An important goal of the local councils, if funded, will be to report activities and accomplishments to the Network, which will in turn compile the information for submission to the state council. The State P-16 Council shall act as the conduit to the state and federal agencies and the legislative bodies. The reporting is critical to establish the level and type of changes occurring, as well to assist the local councils with resources appropriate to their projects.

1. **Staff Local P-16 Detail:**

- Salary and benefit allocation will not exceed \$60,000 (part-time position, maximum salary and benefits). We are projecting a maximum of 22 full-time positions, with an additional number of positions if some are part-time positions. This means $22 \text{ positions} \times 60,000 = \$1,452,000$.
- Additional funding to cover travel and basic operational requirements would be an additional \$20,000 per council. The total allocation for a full-time staff person would be \$20,000, with an additional \$10,000 available if a part-time staff person is assigned to the council. Maximum required allocation is $22 \text{ positions} \times 20,000 = \$440,000$.
- Local match requires a total of \$30,000 for a full-time staff and \$15,000 for a part-time staff member. The match would consist of dues to the council or such in-kind contributions as office space, phones, copiers, supplies, services for the council, meeting meals, meeting space, additional staff time or professional services, or grants. The local council would be required to demonstrate the match and report it in some form acceptable for both parties. The value of this match allocation totals \$666,000.

2. **Detail of Grant Funding**

- Stage I Councils - Start-up funding pool annual allocation of \$50,000, with a local match of \$25,000.
- Stage II or III - Seed project funding pool annual allocation of \$300,000, with a local match of \$150,000.
- Stage III - Pilot project funding pool annual allocation of \$650,000, with a local match of \$500,000.
- As the councils mature, the funding may need to be shifted between the pools to address funding needs; however, the total requested funding level should make a tremendous difference in the momentum for initiating local change that is meaningful across the Commonwealth. The state grant funding pool is recommended to be a total of \$1,000,000 with local match of \$675,000.

3. **Network Staffing**

- The Network staffing supplement would be for one part-time person to assist with the coordination of councils in the Network and Network business, reporting, meeting, and information disbursement. The requested allocation for this position would be \$30,000, including benefits. This position would also have an additional \$20,000 to assist with costs associated with meetings, travel, mailings, Website maintenance, printing, or other reasonable expenses as deemed appropriate by the Network Board.

Projects and funding are dependent on the availability of funds and the readiness of P-16 councils to identify as such and have the resources to address needed systemic changes in concert with state leaders across the Commonwealth's educational and organizational silos. This proposal has been prepared and approved by the Kentucky P-16 Council Network, comprised of local P-16 leaders and partners as a mechanism to create long-term stability.

Questions in regard to this document may be forwarded to:

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